

Ancillary Unit Annual Report

Deadline: October 30, 2020

This report is required by [FAM 105.4 \(FSD 87-17.R6\) -- POLICY GUIDELINES FOR THE FORMATION AND REVIEW OF INSTITUTES AND CENTERS](#). The report is due by October 30th this year. **Please make sure to sign and forward scanned signed copies of the report. Thank you.

Basic Information	
Ancillary Unit's name	Watson and Associates Literacy Center
Director(s)	Andrea Street, Interim Director
Administrator to whom the unit reports	Chinaka DomNwachukwu
Purpose and current goals (as approved by Faculty Senate)	The purpose of the Watson and Associates Literacy Center (WALC) is to provide diagnostic, intensive literacy remediation and best practices tutoring sessions to K-12 students in the local community. The WALC works with families to promote home-based literacy activities. Additionally, the WALC works with local school districts to support their on-going literacy instruction for K-12 students and families. Overall, whether virtual or on campus, the WALC focuses on increasing literacy levels and engagement in the educational process for K-12 students, their families, as well as serving as a location for CSUSB students to improve their own literacy teaching and assessment skills while promoting their own literacy levels.

Advisory Board	
Member	Affiliation
Jim and Judy Watson	Benefactors
Chinaka DomNwachukwu	Dean, CSUSB COE
Diane Brantley	Former Director, CSUSB Professor
Catherine Terrell	Former Director, Educator
Eloise Johnson	Reading Specialist, Community Member
Sue Abel	Educator, Community Member
Jennefer Fraley	Parent, Community Member
Latrese Gerren	Parent, Community Member

Activities during previous academic year (2019 -2020)		
Activity (please describe)	Funds spent	Goal advanced (and extent)
Literacy tutoring/education of CSUSB students in literacy assessment and best practices for tutoring approximately 45 K-12 students. Tutoring on campus took place during the fall and winter quarters, 2019-2020, one hour each session, per child, employing 36 CSUSB Instructional Student Assistants (tutors). Over a dozen	\$	Provided K-12 students with 1:1 literacy tutoring, with a focus on the writing process, four days per week throughout the academic year. This included the training of CSUSB students in the proper administration and use of informal literacy assessments and best practices instructional strategies to use in their tutoring sessions.

<p>young children have identified special needs, including one student attending community college.</p> <p>Due to the CSUSB campus closure for the Covid-19 pandemic, no tutoring took place on campus during spring quarter, 2020.</p> <p>Current tutoring for fall 2020 is done via distance or virtual teaching on a limited basis, with 26 tutoring sessions for grades K-10, supported by 16 CSUSB tutors. Three math tutoring sessions are held to support parent special requests.</p>		<p>Training sessions for tutors, lesson planning, and lesson implementation is overseen by a credentialed reading specialist and/or the director to ensure the quality of instruction and that all children are engaged and focused on moving towards their literacy goals. Reading for a purpose, using real books or authentic texts, both narrative and informational, is adhered to, with an increased focus on informational texts for many writing tasks. The WALC does not use a purchased instructional program or textbook series. Lessons often employ interactive, hands-on strategies which can engage the child and provide for a variety of learning styles. Critical thinking skills are enhanced by reading and writing activities designed for each text. The instructional focus follows California State Standards, outlining the skills needed for each grade level.</p>
<p>Early Literacy and STAR Reading Assessment Sessions</p>	<p>\$1740.00</p>	<p>Pre-testing/post-testing of all tutees is completed to determine and document baseline data and progress over time.</p>
<p>Informal paper/pencil reading skill assessments</p>	<p>\$</p>	<p>A variety of informal reading skills and writing assessments are given so individualized lessons may be developed for each child. These also document acquisition and use of literacy skills over time in the WALC.</p>
<p>Office Supplies</p>	<p>\$787.24</p>	<p>Support to program</p>
<p>Telephone Service</p>	<p>\$443.90</p>	<p>Support to program</p>
<p>Text at various interest and reading levels</p>	<p>\$</p>	<p>Support text-based instruction</p>

Use of funds				
	Internal funds		External funds	
	Previous academic year	Current academic year (projected)	Previous academic year	Current academic year (projected)
A. Salaries	\$31,729.25	\$26,794.85	\$38,926.14	\$45,000
B. Assigned time	\$0	\$0	\$0	\$0
C. Telephone/fax	\$0	\$0	\$443.90	\$450.00
D. Office supplies	\$0	\$0	\$787.24	\$1000.00
E. Other	\$0	\$0	\$6331.20	\$6850.00
Total	\$31,792.25	\$26794.85	\$46,488.48	\$53,300.00

On a separate sheet, please itemize A., B., and E.

Please also describe planned activities for the current academic year:
 The Watson and Associates Literacy Center is conducting distance/virtual tutoring for the fall and spring 20-21 academic year, utilizing Zoom and/or Google Classroom online platforms for literacy instruction and homework help in math to support K-12 students during the pandemic. The Watson and Associates Literacy Center also sponsored the CSUSB College of Education’s virtual webinar “Equipping K-12 Parents To Support Children in Distance Learning.”



Director Signature **(Co-)Director Signature**

Unit Reporting Person recommendation	
Name and title:	
<input checked="" type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	
<small>The Literacy Center continues to serve our region in an area of high need. I strongly support the continuation of the center. The Center has also become a strong Community engagement vehicle for the college.</small>	



Feb 16, 2021

Unit Reporting Person Signature **Date**

STOP FORWARD A SCANNED COPY OF THIS REPORT TO phyllis.meadows@csusb.edu AND SEND THE ORIGINAL COPY TO THE FACULTY SENATE AD-155. THE SENATE OFFICE WILL TAKE CARE OF THE REMAINING PORTIONS OF THE REPORT. THANK YOU.

Educational Policy and Resources Committee recommendation (Only after 3 or 5 year review)	
<input type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.

Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:

EPRC Chair Signature

Date

Provost recommendation (Only after 3 or 5 year review)

Keep on active status.

Move to probationary status.

Move to inactive status.

Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:

Provost Signature

Date

President decision (Only after 3 or 5 year review)

Keep on active status.

Move to probationary status.

Move to inactive status.

Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:

President Signature

Date